**POSITION TITLE:**
Special Education Program Specialist Team Lead - District Wide

**CONTRACT LENGTH:**
12M

**DATE:**
04/30/09

**DATE OF LAST REVISION:**
09/07/17

**JOB CODE:**
AC0625

**PAY GRADE:**
29

**FLSA EXEMPTION STATUS:**
E

**Job Family:** Academics

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**JOB SUMMARY**
Supports the work of the Senior Manager of Special Education Services, District Wide, with the provision of special education services in accordance with local, state and federal laws. Assists with the planning, developing and implementing of special education services based upon a continuum of options. Collaborates with campus personnel for specific instructional, behavioral and/or compliance support related to the provision of special education and/or related services. Collaborates with campus personnel specific to training, coaching and professional development needs.

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**MAJOR DUTIES & RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>List most important duties first</th>
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<tbody>
<tr>
<td>1. Provides technical assistance for the implementation special education and/or related services specific to students with disabilities in the alternate and general education curriculum. Monitors and coordinates the work of program specialists and other professional staff.</td>
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<td>2. Regularly provides process and technical support to program specialists, and campus-based personnel responsible for and associated with special education and/or related services.</td>
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<td>3. Monitors the collection and analysis of student data to evaluate the effectiveness of instructional materials and implementation.</td>
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<td>4. Designs and implements ongoing orientation and professional development for new and existing campus-based instructional professionals.</td>
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<td>5. Provides day-to-day technical oversight and guidance to special education program specialists and other professional staff in the implementation and evaluation of special education and/or related services.</td>
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<td>6. Performs other job-related duties as assigned.</td>
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## Houston Independent School District

### Job Description

**EDUCATION**
- Master's Degree

**WORK EXPERIENCE**
- 3 to 5 years

**TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**
- Microsoft Office, Chancery
- Office equipment (e.g., computer, copier)
- Special Education Certification

**LEADERSHIP RESPONSIBILITIES**
Work Leadership. Regularly provides project management or team leadership to a group of two or more employees. Leading and directing typically involves monitoring work and providing guidance on escalated issues. Most of work time is spent performing many of same duties they are leading.

**WORK COMPLEXITY/INDEPENDENT JUDGMENT**
Work is substantially complex, varied and regularly requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select, and apply the most appropriate methods as well as interpret precedent. Position regularly makes recommendations to management on areas of significance to the department. Supervision received typically consists of providing direction on the more complex projects and new job duties and priorities.

**BUDGET AUTHORITY**
- Analyzes and interprets data and figures.

**PROBLEM SOLVING**
Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect multiple departments across HISD. Job is frequently expected to recommend new solutions to problems, to improve existing methods/procedures/services and generate new ideas. May also review decisions made by other individuals on more routine matters.

**IMPACT OF DECISIONS**
Decisions have minor, small and possibly incremental impact on the department or facility. Errors are usually discovered in succeeding operations where most of the work is verified or checked and is normally confined to a single department or phase of the organizational activities resulting in brief inconvenience.

**COMMUNICATION/INTERACTIONS**
Collaborate and solve problems - works with others to resolve problems, clarify or interpret complex information/policies, and provide initial screening/negotiations without approval authority. Interactions are typically with customers, senior level professional staff, and managers.

**CUSTOMER RELATIONSHIPS**
- Takes routine or required customer actions to meet customer needs. Responds promptly and accurately to customer complaints, inquiries and requests for information and coordinates appropriate follow-up. May handle escalated issues passed on from coworkers or subordinates.

**WORKING/ENVIRONMENTAL CONDITIONS**
Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.
- Ability to carry and/or lift less than 15 pounds.